



PURCHASE REQUEST

Dept./Office: **RERC**PR #: **GF-2021-09-00985**Date: **09-14-2021**Section/End-User: **SUSANA B. MIÑOZA**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **NCERC-OC (Office of RERC)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Laminator Machine, A3	unit	1	2,800.00	SUSANA B. MIÑOZA	2,800.00
Specification: ?Heavy Duty, for A3 & A4 size, infrared heating system and adjustable temperature control with overheating protection						
TOTAL						2,800.00
Purpose: For Office Use						
Checked by: <div style="text-align: center;"> NORMAN O. VILLAS TWG - Office Equipment </div>				Funds Available: <div style="text-align: center;"> ALICIA M. FLORES HEAD, BUDGET OFFICE </div>		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	SUSANA B. MIÑOZA	ROBERTO C. GUARTE		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		